

Chapter 17 - Attorney Vendor Maintenance - APF

Attorney Vendor Maintenance

The attorney vendor maintenance is used to modify/inquire on attorney records. Attorney vendor maintenance will be used to pay attorney fees.

Accessing the Attorney Vendor Maintenance screen:

From the transaction request screen, enter **APA** in the next tran field and **INQ** in the type field and then press <Enter>.

Juvenile Next Tran Line:

NXT TRAN P APA TYPE ____ CASE NBR 00000000 REC NBR ____

Probate Next Tran Line:

NXT	TRAN	<u>APA</u>	TYPE	____	CASE	NBR	<u>00000000</u>	__	PET	<u>00000000</u>	EVT	____	PTY	__
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The following screen will be displayed for you.

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Court ID: J 44 ANGIE                Professional File

Selection: M=Mod, I=Inquire
To list by NAME, enter last name
Enter starting bar number here

Bar No.      Professional Name      County vendor#      Sel
98500        TEST,TEST,
58340        TESTA,SAMANTHA K.,
58698        TESTANI,CARLA G.,
36671        TESTASECCA,MARTIN E.,
119995       TESTBIGLASTNAME,FIRSTNAME JR,
110001       TESTBIGLASTNAME,TESTBIGFIRSTNA
110003       TESTBIGLASTNAME000003,TESTBIGF
99977        TESTER,FIRST/MIDDLE,JR
110004       TESTLNAME04,TESTFNAME04 MI,SFX
23898        TETER,KENNETH L.,JR.
40777        TETER,SCOTT L.,
45166        TETREULT,PAUL J.,

More...

Nxt Tran  APA Type INQ Case# 00000000 Petn# 00000000 Evt# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

08/075
1902 - Session successfully started
\\SCAO\IN54QLS on Ne05:

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Following are field descriptions for the Attorney Vendor Maintenance screen.

~To list by name enter last name~

This is the name search field. Enter the name of the attorney into this field and the system will position you at the name you requested or the closest alphabetic match that it finds.

~Enter starting bar number here~

This is the number search field. Enter the bar number into this area and the system will position you at the number you requested or the closest numeric match that it finds.

~Bar Number~

This is the attorney's bar number.

~Professional Name~

This is the attorney's name.

~County Vendor Number~

This is the vendor number assigned to this facility by the county. This number may be different than the vendor number assigned by the court.

~Sel~

This is the selection field. The valid options are A = Add, I = Inquire or M = Modify. You can't delete a vendor once it has been added to the system.

Attorney Maintenance Modify:

Enter an "M" in the SEL field and press <Enter>.

Court ID: J 44 ANGIE Professional File

Selection: M=Mod, I=Inquire
To list by NAME, enter last name
Enter starting bar number here

Bar No.	Professional Name	County vendor#	Sel
98500	TEST,TEST,		M
58340	TESTA,SAMANTHA K.,		
58698	TESTANI,CARLA G.,		
36671	TESTASECCA,MARTIN E.,		
119995	TESTBIGLASTNAME,FIRSTNAME JR,		
110001	TESTBIGLASTNAME,TESTBIGFIRSTNA		
110003	TESTBIGLASTNAME000003,TESTBIGF		
99977	TESTER,FIRST/MIDDLE, JR		
110004	TESTLNAME04,TESTFNAME04 MI,SFX		
23898	TETER,KENNETH L., JR.		
40777	TETER,SCOTT L.,		
45166	TETREULT,PAUL J.,		

More...

Nxt Tran APA Type INQ Case# 00000000 Petn# 00000000 Evt# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 15/051

1902 - Session successfully started \\SCAO\1\N54QLS on Ne05:

The following screen will be displayed for you.

Court ID: J 44 ANGIE Professional File Maintenance

Professional number : 58340 MOD

County vendor number :

Professional name : TESTA, SAMANTHA K.,
Address : 454 NORTH ST

City : MASON State : MI Zip : 48854
Phone : 517-244-4167 Ext. :

Attorney type : SSN # :
Court 1 : Court 2 :
Court 3 : Court 4 :

F1=Help F3=Exit F6=System F16=Inv. Cal

04/027
1902 - Session successfully started {}SCAO\1N54QLS on Ne05:

Following are the field descriptions for the above screen. Only two fields can be modified through this process.

~County Vendor Number~

Enter the county vendor number as assigned by the county in alphanumeric characters. There are 10 spaces available for entry. This number must be a unique vendor number.

~Social Security Number~

Enter the attorney's social security or tax id number.

After you have made your modifications, press <Enter>. The system will display the following screen.

Court ID: J 44 ANGIE **Professional File Maintenance** **Release: 025**

Professional number : 110 **MOD**

County vendor number :

Professional name : PROBATION, DEPT,
Address :

City : **State :** **Zip :**
Phone : - - **Ext. :**

Attorney type : P **SSN # :**
Court 1 : **Court 2 :**
Court 3 : **Court 4 :**

Enter YOUR Pass Word:

Enter your password, press F10 to change record!

F1=Help **F3=Exit** **F6=System** **F16=Inv. Cal**
F10=Update

MP **b** **18/027**

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The system is requesting that you enter your password. Press <F10> after you have entered your password and the system will save your changes.

Attorney Vendor Maintenance Inquiry:

Enter an "I" in the SEL field and press <Enter>.

Court ID: J 44 ANGIE Professional File

Selection: M=Mod, I=Inquire
 To list by NAME, enter last name
 Enter starting bar number here

Bar No.	Professional Name	County vendor#	SEL
98500	TEST,TEST,		
58340	TESTA,SAMANTHA K.,		I
58698	TESTANI,CARLA G.,		
36671	TESTASECCA,MARTIN E.,		
119995	TESTBIGLASTNAME,FIRSTNAME JR,		
110001	TESTBIGLASTNAME,TESTBIGFIRSTNA		
110003	TESTBIGLASTNAME0000003,TESTBIGF		
99977	TESTER,FIRST/MIDDLE, JR		
110004	TESTLNAME04,TESTFNAME04 MI,SFX		
23898	TETER,KENNETH L., JR.		
40777	TETER,SCOTT L.,		
45166	TETREULT,PAUL J.,		

More...

Nxt Tran APA Type INQ Case# 00000000 Petn# 00000000 Evt# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

10/075

1902 - Session successfully started

The following screen will be displayed for you.

Court ID: J 44 ANGIE **Professional File Maintenance** **Release: 025**

Professional number : 110 **INQ**

County vendor number :

Professional name : PROBATION,DEPT,
Address :

City : **State :** **Zip :**

Phone : - - **Ext. :**

Attorney type : P **SSN # :**

Court 1 : **Court 2 :**

Court 3 : **Court 4 :**

F1=Help **F3=Exit** **F6=System** **F16=Inv. Cal**

14/020

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

The field descriptions are the same as described under the add portion of this chapter.

After you have inquired, press <F3> and the system will display the APF screen.